

**DEPARTMENT OF HEALTH
HEALTH REGULATION & LICENSING
ADMINISTRATION**

**PROCEDURES TO OBTAIN/RENEW A LICENSE TO
OPERATE A
CHILD PLACING AGENCY**

Revised November 2011



GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of Health

**Health Regulation
& Licensing Administration**



Dear Applicant:

Thank you for your interest in becoming a Child Placing Agency provider in the District of Columbia. Your desire to assist children in finding a loving and safe environment to live in is to be commended. Children are our most precious resource, and it is our sincerest hope, that your desire to assist them in their placement provides you with a positive and rewarding experience. This brochure provides a step-by-step guide for opening a Child Placing Agency in the District of Columbia. We look forward to a long and lasting working relationship with you and if you require any further assistance with this process please contact Laura A. Hunte, Supervisory Health Services Program Specialist, Intermediate Care Facilities Division on (202) 724-8800.

Sincerely,

Sharon H. Mebane

Sharon H. Mebane
Program Manager
Intermediate Care Facilities Division

**An Applicant Must Complete Steps 1 Through 12 To Obtain A License To Operate A
Child Placing Agency
(Title 29, DC Municipal Regulations, Chapter 16)**

Step 1: Make application for a Certificate of Occupancy (C of O) at the location listed below:

**Department of Consumer and Regulatory Affairs
1100 4th Street, SW
Washington, DC 20024
Phone: (202) 442-4400**

Note: The C of O must be issued in the name of the perspective operator.

Step 2: Obtain an application form for a Child Placing Agency by calling or visiting the location listed below:

**Department of Health
Health Regulation & Licensing Administration
899 North Capitol Street, NE
2nd Floor
(202) 724-8800**

You may also visit our website at www.doh.dc.gov and/or

<http://hrla.doh.dc.gov/hrla/cwp/view,a,1384,q,573800,hrlaNav,%7C33257%7C.asp>

Step 3: Make application to legally incorporate your business as a non-profit agency at the location listed below:

**Department of Consumer and Regulatory Affairs
Office of Corporations
1100 4th Street, SW
Washington, DC 20024
Phone: (202) 442-4400**

Step 4: Submit a completed licensure application package to the mailing address listed in Step 2.

The required items include:

- Completed application
- License Fee of \$455.00 for initial licensure or annual re-licensure (*check or money order made payable to DC Treasurer*)
- Clean Hand Act Certification form

- An original Certificate of Good Standing (*The Certificate can be obtained from the DCRA, Office of Corporations, mailing address listed in Step 1*)

Note: If you are submitting an application for initial licensure, in addition to the items above, please include the following with your completed application:

- A copy of the program statement as required by 29 DCMR, Sections 1602;
- The list of the agency's Board Members, including full names and addresses as required by 29 DCMR, Section 1602.5;
- The agency's written policy for the rotation of board members as required by 29 DCMR, Section 1602.3;
- Three letters of reference for each board member that certifies the member is of good character as required by 29 DCMR, Section 1602.5;
- A criminal background investigative report on each board member as required by 29 DCMR, Section 1602.5;
- The agency's organizational table that reflects the administrative structure and staffing of the agency as required by 29 DCMR, Section 1604.1;
- The agency's personnel policies and procedures as required by 29 DCMR, Section 1610.3 (a-i);
- The listing of staff and positions, including contract social worker(s) as required by 29 DCMR, Sections 1612, 1614, and 1616;
- The agency's projected budget that details the anticipated income and expenses for the coming year as required by 29 DCMR, Section 1605;
- The agency's policy that describes the relationship between fees and services provided and the conditions under which fees are charged, waived, and refunded as required by 29 DCMR, Section 1608.2; and
- The agency's policy on protecting the confidentiality of personnel and client records as required by 29 DCMR, Section 1637.1.

Agency's that are renewing their license are required to submit information regarding any changes in your program statement or services with your completed application package.

Initial licensure inspection:

Step 5: The applicant will be notified of the date and time of the initial licensure inspection by the Intermediate Care Facilities Division.

- Step 6:*** If deficiencies are identified during the initial licensure inspection, a Statement of Deficiencies and Plan of Correction Report and will be prepared and forwarded to the Applicant within 10 days of the survey's completion.
- Step 7:*** The applicant is required to submit a documented Plan of Correction, within 10 days of the date the Statement of Deficiencies was received that details how the deficiencies were corrected. The applicant has 30 days from the date of inspection to correct the deficiencies
- Step 8:*** Surveyors may conduct a follow-up visit upon receipt of a Plan of Correction to verify corrections, if required
- Step 9:*** If an applicant fails to submit a Plan of Correction or fails to correct the deficiencies within 30 days of receipt of the deficiencies, the application will be denied. If an application is denied, an applicant must reapply.
- Step 10:*** If the application is approved, the Intermediate Care Facilities Division shall issue an initial 90-day provisional license. Permission is given at this time to operate the child placing agency.
- Step 11:*** Surveyors will conduct an unannounced onsite visit prior to the expiration of the provisional license to verify continued compliance.
- Step 12:*** If the facility is in full or substantial compliance with the requirements, a regular license for one (1) year will be issued.